

Basic Computer Applications

Course Code : BCA

Course Duration : 2 Week

Course Time : 09:00 - 17:00

Course Language : English; Nepali

This is a two-week training course. The training requires full time attendance and active participation of all participants. The course language will be mainly English and whenever necessary Nepali explanation will be given.

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Course Goal :

Design effective messages and information for improved communications.

Create and format MS-Word documents.

Create and format worksheets in MS-Excel.

Create charts, graphs using MS-Excel.

Design slides using MS-PowerPoint.

Design and give presentations using MS-PowerPoint.

Use the Internet for searching for information and knowledge.

Course Cost :